



## Council Policy

# Governance and Meeting Framework

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## Revision Status

<b>Revision No</b>	<b>Status</b>	<b>Distribution</b>	<b>Issue Date</b>	<b>Comment</b>
01	Adopted	Council minutes Item 14.2.1	19/02/08	
02	Amended	Council minutes Item 16.1 & 16.3	21/10/08	Appointment of alternate deputies and ward seniority.
03	Amended	Council minutes Item 16.1	21/04/09	Defined meeting day/times for policy and strategy committees.

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## 1.0 Objective

To provide a functional, transparent and legally compliant meetings framework that serves to:

- Engage elected members in policy and strategy development from concept through to adoption.
- Facilitate opportunity for elected members to drive Council's policy and strategy agenda with the assistance and collaboration of Council officers.
- Provide elected members with accurate, relevant and topical information upon which to make decisions and undertake their roles.
- Provide Council officers with a robust, contemporary and effective suite of Council management documents upon which to exercise delegated function or present advice and recommendation to Council for their determination.
- Capitalise upon the skills, knowledge and enthusiasm of community members who sit on Council advisory committees.

## 2.0 Scope

Council meetings and briefings, strategy and policy committees and their meetings, occasional and advisory committees and their meetings.

## 3.0 Definitions

<b>Council Management Documents</b>	Policies, strategies, business plans, local laws and other corporate documents used in guiding, informing and regulating Council's decision making processes.
<b>Ordinary Council Meeting</b>	Council's principal decision making forum.
<b>Agenda Briefing</b>	A forum for Elected Members, officers, applicants, proponents and the public to ask questions and seek explanation on all matters contained within the Council agenda papers for discussion at the Ordinary Council meeting.
<b>Concept Briefing</b>	A forum for Elected Members, Council officers and stakeholder organisations to exchange information on major issues and complex matters.
<b>Strategy and Policy Committee Meeting</b>	A committee of 6 councillors, each representing a different ward and the Mayor, who make recommendations to Council on policies, strategies, business plans, local laws and other corporate and strategic documents relevant to their demarcated responsibilities.
<b>Occasional Committees</b>	A committee of elected members making recommendations to Council on specific issues as provided for in their terms of reference.
<b>Advisory Committee</b>	A committee of elected members and community members making recommendations to Council on specific issues as provided for in their terms of reference.

## 4.0 Policy Statement

### 4.1 Ordinary Council Meetings

Ordinary Council meetings are the principal forum in which decisions are made by the Council, the peak decision making body of the City of Albany comprising of the Mayor and 12 Councillors representing 6 wards. Meetings are conducted on the third Tuesday of the month commencing at 7pm and held in the North Road Civic Administration Centre.

Agendas for the meetings are to be issued to elected members no later than 2pm on the first Friday of the month.

Conduct at ordinary Council meetings must comply with the City of Albany Standing Orders Local Law and minutes will be recorded in accordance with the provisions of Section 5.22 of the Local Government Act 1995. The meetings are open to the public unless dealing with confidential matters as prescribed in the Act.

### 4.2 Agenda Briefings

Agenda briefings are conducted on the second Tuesday of the month commencing at 6pm and held in the North Road Civic Administration Centre. The meetings are open to the public unless dealing with confidential matters as prescribed in the Local Government Act 1995.

The role of the agenda briefing is to provide elected members, Council officers, agenda item proponents and members of the public with the opportunity to ask questions and provide information on individual agenda items.

Agenda Briefings are generally less formal than Ordinary Council meetings. Elected members and Council officers may remain seated when addressing the chair and interaction between elected members and agenda item proponents through the chair is encouraged.

Conduct at Agenda Briefings must comply with Local Government Operational Guideline No. 5 – Council Forums, with the following specific requirements.

- The meeting is to be chaired as per Ordinary Council Meeting.
- All discussion shall be directed through the chair.
- Business is limited to matters on the agenda for the Ordinary Council Meeting.
- Debating, collective decision making or revelation of one's intention on how they will vote is not permitted.
- All financial, indirect financial, and proximity interests shall be disclosed in accordance with Part 5 Division 6 of the Local Government Act 1995 as they apply to ordinary Council meetings.

- Persons disclosing these interests must leave the Council Chamber for the duration of discussion on the matter in which they have declared an interest. There is no opportunity to seek permission to remain in the Council Chamber.
- Impartiality interests shall be declared in accordance with the Council Code of Conduct.
- A general record is to be kept of the agenda briefing noting attendance, requests for further information, alternate motions and interests declared.

### 4.3 Strategy and Policy Committees

Strategy and policy committees are the principal vehicle in which elected members and Council officers can develop and review the management documents necessary to guide and regulate decision making.

All decisions, whether made under delegated authority or by motion of Council based upon advice from officers, should be arrived at after the careful application of the management document i.e. policy, strategy, business plan, local law or other instrument relevant to the matter under consideration.

The development and review of these management documents to ensure relevance, compliance, and reasonableness is therefore critical in achieving sound decision making and good governance.

The role of strategy and policy Committees is to enable elected members to make recommendations to Council on the preparation, adoption, review and performance of policies, strategies, business plans, local laws and other corporate and or strategic, documentation.

Membership of a committee shall comprise of 6 Councillors all from a different ward with the corresponding ward councillor being their deputy. The Mayor may sit on each committee.

### 4.4 Appointment of Deputy Committee Members to the Policy and Strategy Committees

The Council may appoint one or more persons to be the deputy or deputies to act on behalf of a member of a committee whenever that member is unable to be present at a meeting.

In the event that the member and first deputy are unavailable, Ward seniority determines the alternate deputy.

The deputy is entitled to attend the meeting in place of the member and act for the member, and while so acting has all the powers of that member.

## 4.5 Ward Seniority for the purpose of selecting alternate deputies

In the event that a deputy is unavailable an alternate deputy (proxy) is selected in the following ward order (alphabetical):

- a. BREAKSEA Ward
- b. FREDERICKSTOWN Ward
- c. KALGAN Ward
- d. VANCOUVER Ward
- e. WEST Ward
- f. YAKAMIA Ward

The committees must meet at least once every three months. It is anticipated that some committees may meet very regularly and some others not so. Meeting regularity will depend on the volume of business to transact.

## 4.6 Strategy and Policy committee meeting times

The four strategy and policy committee meetings are to meet in the same week as the Ordinary Council meeting in the following order:

- a. The Planning and Environment Strategy & Policy Committee to meet on the Thursday immediately following the Ordinary Council meeting at 1pm;
- b. The Corporate Strategy and Governance Strategy & Policy Committee to meet on the Thursday immediately following the Ordinary Council meeting at 4.00pm;
- c. The Economic and Community Development Strategy & Policy Committee to meet on the Friday immediately following the Ordinary Council meeting at 1pm; and
- d. The Asset Management and City Services Strategy and Policy Committee to meet on the Friday immediately following the Ordinary Council meeting at 4pm.

Conduct at strategy and policy meetings must comply with the City of Albany Standing Orders Local Law and minutes will be recorded in accordance with the provisions of Section 5.22 of the Local Government Act 1995. The meetings will be closed to the public.

## 4.7 Strategy and Policy committee responsibilities

The following table demarcates committee responsibilities:

### 4.7.1 Planning and Environment

Executive Officer: Executive Director of Development Services

- Urban and Regional Planning
- Environmental Health
- Building Control
- Ranger Services
- Fire Control

## 4.7.2 Community and Economic Development

Executive Officer: Executive Director of Corporate and Community Services.

- Economic Development
- Tourism
- City Events
- Recreation Planning
- Youth and Seniors
- Aboriginal Accord
- Community Arts
- Community Service Units – ALAC, Library, Day Care, Town Hall Theatre, Princess Royal Forts, Vancouver Arts Centre.

## 4.7.3 Corporate Strategy and Governance

Executive Officer: Chief Executive Officer

- Human Resource Management
- Organisational Development
- Corporate Strategy
- Customer Service
- Information Technology
- General governance – delegations, code of conduct, standing orders, meetings framework.
- Civic and ceremonial matters.

## 4.7.4 Asset Management and City Services

Executive Officer: Executive Director Works and Services

- Asset Master Planning – reserves, pathways, roads, drainage, municipal buildings
- Fleet Management
- Purchasing and contract management
- Airport
- Waste Management
- Raw Materials
- Property Leasing

## 4.8 Concept Briefings

Concept briefings will be convened on an occasional basis as a forum for information exchange between elected members, Council officers and City stakeholders such as Government Departments, Politicians, Community Organisations and major corporations on matters of general but significant community interest.

It is not the role of concept briefings to deal with the exchange of information on specific matters that will be subject to Council debate and deliberation at an ordinary Council meeting as that is the role of the agenda briefing.

Concept briefings will be convened either by the Mayor, Chief Executive Officer or as directed by Council, generally on Tuesday, Wednesdays and Thursdays with three clear

working days notice being given. 5pm is the preferred meeting time with 12.30pm being the second preference.

Conduct at concept briefings must comply with Local Government Operational Guideline No. 5 – Council Forums, with the following specific requirements.

- The meeting is to be chaired as per the Ordinary Council Meeting.
- All discussion shall be directed through the chair.
- Discussion is limited to the subject on the agenda.
- Debating, collective decision making or revelation of ones intention on how they will vote on any matter is not permitted.
- All financial, indirect financial, and proximity interests shall be disclosed in accordance with Part 5 Division 6 of the Local Government Act 1995 as they apply to ordinary Council meetings.
- Persons disclosing these interests must leave the Council Chamber for the duration of discussion on the matter in which they have declared an interest. There is no opportunity to seek permission to remain in the Council Chamber.
- Impartiality interests shall be declared in accordance with the Council Code of Conduct.
- Time limit is 2 hours.
- A general record is to be kept of the concept briefing noting attendance, requests for further information and interests declared.

#### 4.9 Occasional Committees (elected members only)

The following occasional committees comprise of elected members only. They provide recommendations to Council in line with their terms of reference. Occasional committees meet as and when required as determined by the committee members or Council.

- **Audit Committee:** To review the annual financial statements with the external auditor prior to Council adoption of annual accounts.
- **Chief Executive Officers Performance Appraisal Committee:** To review the performance of the CEO after summarising individual Councillor Feedback.
- **Community Financial Assistance Committee:** To administer the Community Financial Assistance Program.
- **Finance Strategy Committee:** To oversee the preparation of the 5 Year Business Plan and Long Term Financial Sustainability Plan.
- **Service Complaint Internal Review Committee:** To review unresolved service complaints.
- **Streetscape Committee:** To oversee the development and implementation of the City's streetscape strategy.
- **Premiers Australia Day Active Citizenship Award Committee:** To consider nominations for the Citizen of the Year Award.

#### 4.10 Advisory Committees (Community and elected members)

The following advisory committees comprise of elected members and community members. They provide recommendations to Council in line with their terms of reference. Advisory committees meet as and when required as determined by committee members or Council.

- **Aboriginal Accord Advisory Committee:** *To coordinate, implement and monitor the Aboriginal Accord Agreement.*
- **Airport Users Group:** *To oversee all services provided at the airport.*
- **Bushfire Management Committee:** *Review decisions of the Bushfire Advisory Committee and advise on Bush Fires Act matters.*
- **Bushcarers Advisory Committee:** *To coordinate external assistance and resources to community bush care groups.*
- **Cultural Development Advisory Committee:** *To oversee the broader strategic direction of arts and culture in Albany.*
- **Local Emergency Management Committee:** *To ensure local emergency management arrangements are established in the City.*
- **Seniors Advisory Committee:** *To provide a consultative forum for Seniors' issues.*
- **Tourism Marketing Advisory Committee:** *To facilitate the preparation and implementation of the Tourism Marketing Plan.*
- **Town Hall Theatre Advisory Committee:** *To advise on the future direction of the Town Hall Theatre*
- **Youth Advisory Committee:** *To provide a consultative forum for Youth issues.*

### 5.0 Legislative and Strategic Context

Division 2, Part 5 of the Local Government 1995 deals with Council Meetings, committees and their meetings.

For the purposes of Section 5.98 (2) of the *Local Government Act 1995* and the *Local Government (Administration) Regulations 1996*, Section 32 (1) (c) and 32 (2), travel and child care cost are reimbursable in full for attendance at all meetings and briefings provided for in this policy as well as site inspection visits arising from agenda briefing requests.

### 6.0 Review Position and Date

Chief Executive Officer to review on or before 01/12/2011

### 7.0 Associated Documents

Local Government Operational Guideline No. 5 – Council Forums, Department of Local of Government and Regional Development, January 2004.